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27-2 A

25 YEAR RE-REVIEW

SECRET

14 June 1948

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY

THROUGH: The Executive for Administration and Management

SUBJECT: Revision of T/O, Transportation and Supply Division, Office of Special Operations

1. On 1 April 1948, the Executive for Administration and Management approved for the Director of CIA a total of fifty (50) positions for the Transportation and Supply Division of OSO. Of this total twenty-one (21) positions were assigned to the Stock Control Section. These positions and the approved Civil Service grades are as follows:

1.	Chief	CAF-9
2.	Assistant Chief	CAF-8
3.	Clerk-Stenographer	CAF-5
4.	Chief, Storage and Issue	CAF-7
5.	Clerk	CAF-3
6.	Clerk-Typist	CAF-3
7.	Chief, Receiving Sub-Unit	CAF-5
8.	Clerk	CAF-4
9.	Chief, Storage Sub-Unit	CAF-5
10.	Assistant Storekeeper	CAF-4
11.	Stock Clerk	CAF-3
12.	Stock Clerk	CAF-3
13.	Inspector	CPC-7
14.	Inspector	CPC-6
15.	Accounts and Audit	CAF-7
16.	Clerk-Typist	CAF-3
17.	Stock Receiving Clerk	CAF-5
18.	Stock Receiving Clerk	CAF-5
19.	Chief, Domestic Accounts	CAF-7
20.	Stock Receiving Clerk	CAF-5
21.	Clerk-Typist	CAF-3

2. In accordance with the approval by the Deputy Director, CIA, dated 24 May 1948, OSO will operate a warehouse separate and apart from the warehouse operated by Services Branch, CIA. On 1 July 1948, the movement of all OSO property from the [redacted] Warehouse to the [redacted] Warehouse will commence, at which time additional personnel, as outlined below, will be required. Careful study and consideration has been given to this revised T/O for the warehouse and it is believed that the minimum additional requirements will be:

25X1
25X1

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25X1

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1 Cargo Accumulation Clerk	CAF-7
1 Cargo Accumulation Clerk	CAF-5
2 Receiving Clerks	CAF-4
2 Lift Operators	CPC-4
6 Carpenter Packers	CPC-5
1 Chauffeur, Truck Driver	CPC-4
6 Laborers	CPC-3

3. At the present time, 90% of all cargo work performed
25X1 in the [redacted] Warehouse is for OSO, and those employees engaged in packing, crating, cargo accumulation, etc. could undoubtedly be transferred to TSD when a mutual agreement has been made between the Executive for A & H and CAS/OSO.

4. The above requirements do not include custodial personnel. We do not believe this type of personnel should be included on the TSD T/O, but should be supplied by FSA. It is estimated that a minimum of three engineer-firemen for the operation of the boilers plus five guards will be required. This, of course, will have to be discussed with FSA to establish a firm figure. Attached is a copy of the request for custodial services to Services Branch, A & H.

5. Formal approval is hereby requested for these additional positions.

25X1 [redacted]

Assistant Director
Special Operations

APPROVED

FOR THE DIRECTOR, CIA

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